

CITY OF LAS VEGAS
PARKS AND RECREATION ADVISORY COMMISSION
APRIL 13, 2011 MINUTES

MEMBERS IN ATTENDANCE: Laurie Buchman, Lee Heenan, David Lopez, Stavan Corbett, Tom McGrath, Kyle Stevens, William Teel, Craig Ballew, Lonny Zimmerman, Malcolm White, Andy Armenian

MEMBERS ABSENT: Charles Foger, Mike Aker, Brent Blackburn

STAFF IN ATTENDANCE: Department of Parks Recreation and Neighborhood Services

CALL TO ORDER

The regular monthly meeting of the Parks and Recreation Advisory Commission was held on Wednesday, April 13, 2011, in the 2nd floor conference room. Malcolm White called the meeting to order at 5:00 p.m.

CONFIRMATION OF POSTING OF AGENDA

Cheryl Ross confirmed that the agenda was posted in accordance with Nevada's Open Meeting Law.

ROLL CALL

Board members present were so noted by Cheryl Ross.

Due to the City-Wide/Department Reorganization, the Minutes from the February 9 and March 9, 2011, meetings were not approved. As a result of the February 9th and March 9th agendas not being posted on the city's website, they were not approved. The agenda items from the February 9th and March 9th meetings were reposted in accordance with the Open Meeting Law and set for discussion during this meeting. Copies of the unofficial minutes were made available to the board for historical purposes.

Discussion and Possible action of the Golf Subcommittee: Lonny Zimmerman briefly stated that the Board needs to officially recognize the Golf Subcommittee as part of the Parks and Advisory Board. If it's officially recognized then the meetings will have to be officially posted and the minutes transcribed appropriately. After a lengthy discussion, Commissioner Harvey Lee made a motion to disband the Golf Committee and it was then seconded by Commissioner Laurie Buchanan. The vote was approved unanimously by the Board.

Municipal Sports Audit: The Audit is available online under the Department of City Auditors. Lonny informed the Board that the Audit is about 60 pages long; however, he outlined about 15 items that were pertinent to the Board.

- Limited Assurance Fees were always collected; but there were a lot of umbrella groups. Permits were being issued under the teams name and the insurance was under the actual Club Name. The corrective measure is that insurance as it pertains to field permits and business licenses have to be under the same.
- The Proper Authorization of Transactions: In the past, a Coordinator had authorization to receive money, override the system, add and/or delete accounts in the system; thus increasing the opportunity for fraud. As a result of the audit, staff's abilities have been revised so that one person overriding neither receives or inputs financial transactions. The Municipal Sports Office no longer handles walk-in payments. Payments can be made by online or over the phone using a credit card. All cash payments are deferred to the Department of Finance.
- City Sponsored League Liability Waivers: In the past, leagues had to fill out a roster as well as a yellow waiver card. The Auditor couldn't prove that everyone in the leagues signed a waiver. A new waiver has been created

and placed on the back of the team roster. Prior to teams playing on city of Las Vegas fields, the coaches will have team roster and each person's signature as part of the liability waiver.

- Liability Waiver Return Policy: The City Auditor has recommended that everyone who participates in a tournament has to have a Liability Waiver signed. For example: The Las Vegas Mayors Cup has 56 teams that come from various countries. One barrier is English interpretation of the policy. How do you apply our law to indemnify them? And the other issue is that they are minors and there is no ability to determine that the coach didn't sign 20 minor's waiver forms. The Municipal Sports Office will discuss at upcoming Audit Committee Meeting in which a determination will be made.
- Certificate of General Liability Insurance: In an effort to ensure the Municipal Sports Unit was properly protecting the City's interest, the Auditor recommended that anyone who uses the City of Las Vegas' sports fields has to possess a million dollar Certificate of General Liability Insurance Policy and list the City of Las Vegas as an additionally insured. The Audit furthered determined to increase this requirement to two million dollars.
- Security Requirements: The city's policy and procedures did not require that an outside organizer had to provide security requirements. The Audit suggests that on league play nights, the Detention and Enforcement Marshals patrol the parks. However, during tournaments the added responsibility will be put on the tournament organizer to work with our Marshals to provide additional security as a result of an increase in participation.
- Concession Permits: A majority of our sport complexes have concession stands. In the past, this function was handled by Leisure Services administrative staff. It has now been reassigned to our Municipal Sports Office.
- Non-Profit Status: To be considered as a non-profit, leagues have to file paperwork with the State of Nevada to be recognized as a non-profit in order to pay the lower non-profit rate. The Municipal Sports Office is now required to obtain a copy of the non-profits' 501C and their federal tax identification number.
- Memorandum of Understanding: During the Audit process, the city also went through the Fundamental Service Review in which programs were being downsized. It was discovered that a Memorandum of Understanding was not established with our soccer referees association. It became a mute point when the program was cut as a result of the FSR.
- Disabling CLASS user accounts: When the department lost 40% of their staff, it was discovered that staff did not go back into the CLASS system and ensure transferred and/or terminated employee CLASS accounts were disabled. A system is now in place to eliminate previous capabilities should a person be transferred or terminated.
- Lighting of Sports Field Issues: Lighting is a continuous concern. There are two different lighting systems in town. About 30% percent of our lights run on an automated system accessed through dialup to program them. The other 70% is a web-based system. There are 133 sports fields in town that we program almost 356 days a year, which equates to 50,000 participants. Problems continue to occur with the lighting of fields due to the recent reduction in staff. One solution is to switch lights on by the hour manually at the field using a user code. Each league would be issued a specific user code to turn field lights on and off and then would be billed accordingly. A web-based system that allows a user to log in and program lights is also being researched. We need to ensure that the billing can be direct and that we will not require 5 or 6 staff to figure out the differences in utilities. This will put the responsibility on the league user to ensure the lights are turned off as they will be billed accordingly. The other challenges have been the allocation of sports fields in which the Auditors recommended a new procedure and policy be implemented. A final draft will be forwarded to the City Manager and City Council for approval and then implement in August. There may be calls to the Park and Recreation Advisory Board from constituents as anytime there is a change in a company's ability to produce revenue or increase their cost; a business impact statement has to be sent out.

Member Kyle Stevens asked about the cost of lighting. Lonny informed him that it costs about \$10 per hour. This is about 1.2 billion dollars a year.

Doolittle Pool Covering: The board suggested adding Doolittle Pool to the Capital Improvement Project in which Councilman Barlow would have to approve adding to the CIP list when funding is available. Due to economic times, the pool at Palo Verde was estimated at 3.5 million but the School District shared that cost with us.

Detention and Enforcement: A report showed an increase in auto burglary at Centennial Hills, Kellogg-Zaher and the YMCA. There are some good leads that are being followed up on. There will be signs posted for participants to keep automobiles locked at all times to help prevent the burglaries.

Report on Summer Camp 2011: Channel 13 ran a story regarding Summer Camps not being conducted in the previous school district facilities. In the past, Leisure Services used their satellite sites and school district facilities; but were closed last year as part of the Fundamental Services Review. At one time, the city was going to run satellite sites at selected school districts facilities in Ward 6 and Ward 2. But, the school district as part of their budget reduction wanted to pass all the costs onto the city at approximately \$23,468 per site in utility costs as well as custodian costs. This would not be cost effective for the city. In the meantime, the city will track the number of summer registrations at Stupak, Doolittle and Rivera. Another location for consideration is the Johnson Track Break building, which although associated with the Community Schools, was built on City land with City funds. It is currently being used as a storage site due to downsizing and reorganization and could be a viable location to operate a summer camp site.

Citizen Participation: Commissioner Lisa Sherman informed the Board about Bruce Trent Park and how the park acquired the name.

Member Malcolm White requested an overview of the Mayor's State of the City. Lonny Zimmerman stated he would obtain a copy of the overview and email to the Board.

Commissioner McGrath made the motion to adjourn and it was seconded by Commissioner William Teal.

Meeting adjourned at 5:39 p.m.